

## Missouri Office of Workforce Development

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### Purchase Request, Decision Request and Issue Brief Process

#### **When do you need to submit Purchase Request?**

A purchase request is required for all purchases. Additional guidelines include:

- managers can make purchases up to \$500 without a decision request, but must submit purchase request to financial;
- purchases greater than \$500 and less than \$3000 require a purchase request to go to the appropriate General Manager and must be signed by a senior manager;
- all purchase requests go to financial for approval and processing.

#### **When do you need to write a Decision Request Memo?**

Decision request memos are required for any major decision points. Guidelines include:

- new IT projects require a request to Commissioner Mulligan;
- any document requiring a signature from Director Leathers, Commissioner Mulligan, or Governor Parson requires a request to that party;
- usage of the Governor's discretionary dollars require a request to Director Leathers;
- any new internal procurement requires a request to Director Leathers;
- contract renewals and rebid efforts require a request to Director Leathers;
- any expense greater than \$3000 requires a request to Director Leathers;
- other items as directed by Director Leathers.

#### **When do you need to write an Issue Brief memo?**

Issue Briefs are summative memos discussing something of importance. These memos will be prepared for Director Leathers and kept on file for future reference as well as be used to communicate important decisions and issues at the Department and/or Governor's Office level. In general, these memos should be written when you are providing valuable information. Points where you should write an Issue Brief include:

- workforce system accomplishments that we should celebrate at the state level;
- workforce system problems that will lead to negative news articles;
- state Board Agendas and Meeting Plans;
- other items as directed Director Leathers.

#### **Procedure**

Allyssa Miget will serve as the clearinghouse for all decision requests, issues briefs, etc. Allyssa will facilitate and support the individual owner of the memo to ensure it meets the necessary standards and is fully prepared to be submitted to Director Leathers. Allyssa will copy relevant staff when the memo is sent to Director Leathers and will follow up weekly on outstanding requests. Allyssa will maintain the Director's memo dashboard.

#### **Anticipated response timeline**

As you are developing your decision request or issue brief memo, please plan for the timelines below. If you are awaiting a response, please check in with your Supervisor regarding status. Supervisors should check with their General Manager.

- 5 working days for a response from Director Leathers only;
- 10 working days for a response from Commissioner Mulligan;
- 20 working days for a response from Governor Parson.